

APPENDIX 6

NOTICE OF FEDERAL INTEREST LETTER

{Insert Date}

{Insert Name/Address of Grantee}

Our Reference: ***{Insert Grant Number}***

Dear _____:

Our records show that construction has started for work supported under the above-referenced award. In accordance with the terms of your award, your organization is required to file a Notice of Federal Interest (NFI) at the time construction begins. To date, we have not received the required copy of the NFI to confirm that it has been filed.

For your convenience, enclosed with this letter is a sample copy of a NFI. The NFI is to be registered in the appropriate public records. It is designed to notify any prospective buyer or creditor that the Federal government has a financial interest in the real property under the aforementioned Federal award and that the property may not be (1) used for any purpose inconsistent with that authorized by the grant program statute and applicable regulations, (2) mortgaged or otherwise used as collateral without the prior written permission of the ***{Insert name of IC}***, or (3) sold or transferred to another party without the prior written permission of the ***{Insert name of IC}***.

For the NFI to be recorded in the official local governmental land records, it must be signed by an authorized organizational representative of the grantee and the signature must be notarized by a notary public.

When the instrument has been properly recorded in the appropriate public records, it should have the date and place of the recordation, document number, and the book and page number.

A copy of the recorded document should be provided to me within 10 days of filing the NFI at the address below. If you do not anticipate the NFI to be filed within the next 60 days, please contact me to discuss when the NFI will be submitted. Your cooperation in this matter is appreciated. If you have any questions or need assistance, please call me at ***{insert phone number}*** or e-mail me at ***{insert email address}***.

Sincerely,

{Insert name and address of Grants Management Specialist}

Enclosure

Enclosure

NOTICE OF FEDERAL INTEREST

On *{insert date}*, the *{insert name of IC}* awarded Grant Number _____ to *{insert name of grantee}*. The award provides Federal funds for (describe use of grant support, e.g., construction, completion of shell space, renovation, modernization, etc.) which is located on the land described below in _____ County, State of _____,.

(INSERT LEGAL DESCRIPTION OF PROPERTY & ACTUAL LOCATION OF GRANT-SUPPORTED SPACE.) (If the grant-supported space represents a portion of the building, describe the precise location of the grant-supported space {e.g. 3rd floor of the “Name” Building or Room #s 306, 307, and 308 of the “Name” Building.})

As indicated in the Notice of Award, the terms and conditions of this award include restrictions on usage of the aforementioned property and provide for a continuing Federal interest in the property from the date of occupancy, anticipated to be *{insert estimated date of occupancy}* to the end of the required usage period, anticipated to be *{insert anticipated end date of usage period}*. Specifically, the property may not be (1) used for any purpose inconsistent with that authorized by the grant program statute and applicable regulations, (2) mortgaged or otherwise used as collateral without the written permission of the *{insert name of IC}*, or (3) sold or transferred to another party without the written permission of the *{insert name of IC}*. These conditions are in accordance with the statutory provisions set forth in *{insert United States Code citation}*, the regulatory provisions set forth in 42 CFR Part 52b (as applicable) and **45 CFR Part 74 or 45 CFR Part 92** (as applicable), and the National Institutes of Health Grants Policy Statement.

These award conditions and requirements cannot be nullified or voided through a change in usage or transfer of ownership. Therefore, advance notice of any proposed change in usage or ownership must be given to the *{insert name of IC}* Grants Management Officer, who must approve such a change.

Signature: _____

Name (typed): _____

Title: _____

Date: _____

(EXAMPLE OF NOTARIZED AFFIRMATION)

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public for the County of _____, (State), personally appeared _____, of the _____, and known to me to be the person who executed the within instrument on behalf of said _____, and acknowledged to me that s/he executed the same as the free act and deed of said Corporation.

Witness my hand and official seal.

Notary Public in and for the County of

_____, State of _____.